

MOTOR CARRIER SERVICES

24-Hour Online System

Step-By-Step Instructions For Filing IFTA Quarterly Returns

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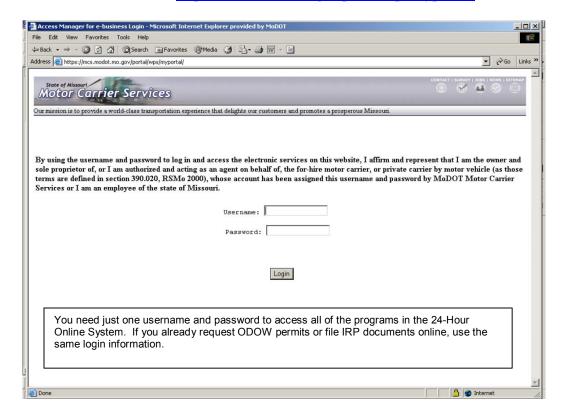
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Illustrations of computer screens in this manual may vary slightly from those you see.

PROCESSING IFTA QUARTERLY TAX RETURNS ONLINE

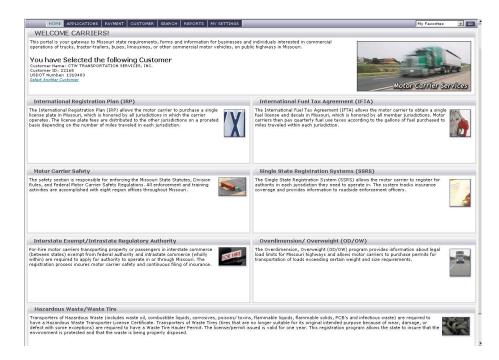
Signing on to the Motor Carrier Services System

Access the Internet site: https://mcs.modot.mo.gov/portal/wps/myportal/



Enter your Username and Password and click Login

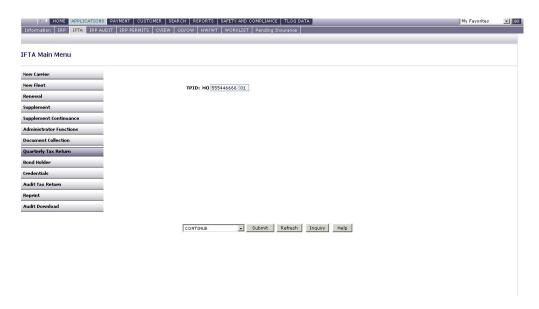
The following screen will appear. Click **Applications**, then **IFTA**.



Processing an IFTA Quarterly Tax Return

To find IFTA quarterly tax returns that require processing,

1. From the IFTA Main Menu select **Quarterly Tax Return.**



2. Complete the fields as follows:

ACCOUNT NBR* Enter the motor carrier's Federal Identification or Social Security Number.

FLEET NBR* Enter the carrier's fleet number (01,02 etc)

* Required field

- 3. Click **SUBMIT** and correct any reported errors.
- 4. If there are no errors, click **SUBMIT** again to confirm.

Next, the IFTA Return screen is displayed.



Complete the fields as follows:

REPORTIING PERIOD*	Click the arrow on the drop down menu and select the quarter you wish to report
YEAR* AMENDMENT	Enter the registration year of your report Check this box if you are amending a previously submitted return
FUEL TYPES*	Choose <u>one</u> fuel type. If operating multiple fuel types, file each type separately
NO OPERATION	Check this box if you did not operate during the quarter
CANCEL LICENSE * Required field	Check this box if you want to cancel the license and file your final quarterly tax return.

3. Click **SUBMIT**

4. If there are no errors, click SUBMIT again to confirm

Next, the IFTA Quarterly Tax Return screen is displayed

IFTA Quarterly Tax Return TOTAL MILES TRAVELED: 155555 REPORTING PERIOD: 15T QUARTER OVERFIDE EDITS:			Supp	TPID: 555446666 MISSOURI DEPARTMENT OF TRANSPORTATION Supp Nbr: 001					Fleet Nbr: 1 Reg Year: 2006		
			тота	TOTAL FUEL CONSUMED: 2500 AVG MILES PER GALLON: 6.22 REPORTING YEAR: 2886 FUEL TYPE: D - DIESEL				LATE PENALTIES: 0.00 OUTSTANDING TAX: 0.00 OUTSTANDING INTEREST: 0.00			
	OVERRIDE EDITS:							TOTAL AMOUNT DUE: 0.00			
JUR	Effective Date	Miles	Taxable Mil-	es Gallons Consumed Gallons F	Purchased	Net Taxable Gallens	Tax Rate		Interest Due	Total	
AK	01/01/2006	7			1	0.00	0.00000	0.00	0.00	0.00	
AL	01/01/2006					0.00	0.19000	0.00	0.00	0.00	
AR	01/01/2006	555	555			0.00	0.22500	0.00	0.00	0.00	
AZ	01/01/2006					0.00	0.26000	0.00	0.00	0.00	
CA	01/01/2006	1				0.00	0.33000	0.00	0.00	0.00	
co	01/01/2006					0.00	0.20500	0.00	0.00	0.00	
CT DC	01/01/2006	10				0.00	0.26000	0.00	0.00	0.00	
DE	01/01/2006 01/01/2006					0.00	0.00000 0.22000	0.00	0.00	0.00	
FL	01/01/2006					0.00	0.29970	0.00	0.00	0.00	
GA	01/01/2006					0.00	0.14200	0.00	0.00	0.00	
IA	01/01/2006					0.00	0.22500	0.00	0.00	0.00	
ID	01/01/2006	2				0.00	0.25000	0.00	0.00	0.00	
IL	01/01/2006	5000	5000	21	00	0.00	0.35000	0.00	0.00	0.00	
IN	01/01/2006					0.00	0.16000	0.00	0.00	0.00	
IN	SURCHARGE						0.11000	0.00	0.00		
KS	01/01/2006	1000	1000			0.00	0.26000	0.00	0.00	0.00	
KY KY	01/01/2006 Surcharge					0.00	0.14100 0.06300	0.00 0.00	0.00	0.00	
LA	01/01/2006					0.00	0.20000	0.00	0.00	0.00	
ма	01/01/2006					0.00	0.21000	0.00	0.00	0.00	
MD	01/01/2006					0.00	0.24250	0.00	0.00	0.00	
ME	01/01/2006					0.00	0.27000	0.00	0.00	0.00	
MI	01/01/2006					0.00	0.27600	0.00	0.00	0.00	
MN	01/01/2006					0.00	0.20000	0.00	0.00	0.00	
MO MS	01/01/2006 01/01/2006	9000	9000	23	300	0.00	0.17000 0.18000	0.00	0.00 0.00	0.00	
MT	01/01/2006					0.00	0.27750	0.00	0.00	0.00	
NC	01/01/2006					0.00	0.29900	0.00	0.00	0.00	
ND	01/01/2006					0.00	0.23000	0.00	0.00	0.00	
NE	01/01/2006					0.00	0.26100	0.00	0.00	0.00	
NH	01/01/2006					0.00	0.18000	0.00	0.00	0.00	
NJ.	01/01/2006					0.00	0.17500	0.00	0.00	0.00	
NM	01/01/2006					0.00	0.21000	0.00	0.00	0.00	
NY	01/01/2006 01/01/2006					0.00	0.27000 0.41650	0.00	0.00	0.00	
ОН	01/01/2006					0.00	0.28000	0.00	0.00	0.00	
ОК	01/01/2006					0.00	0.13000	0.00	0.00	0.00	
OR	01/01/2006					0.00	0.00000	0.00	0.00	0.00	
PA	01/01/2006					0.00	0.38100	0.00	0.00	0.00	
RI	01/01/2006					0.00	0.30000	0.00	0.00	0.00	
sc	01/01/2006					0.00	0.16000	0.00	0.00	0.00	
SD SD	01/01/2006 01/01/2006					0.00	0.22000	0.00	0.00	0.00	
TN	01/01/2006					0.00	0.22000	0.00	0.00	0.00	
TX	01/01/2006					0.00	0.20000	0.00	0.00	0.00	
UT	01/01/2006					0.00	0.24500	0.00	0.00	0.00	
VA	01/01/2006					0.00	0.16000	0.00	0.00	0.00	
VA	SURCHARGE					0.00	0.03500	0.00	0.00		
WA.	01/01/2006 01/01/2006			=		0.00	0.26000 0.31000	0.00	0.00 0.00	0.00	
WI	01/01/2006					0.00	0.32900	0.00	0.00	0.00	
wv	01/01/2006					0.00	0.27000	0.00	0.00	0.00	
WY	01/01/2006					0.00	0.14000	0.00	0.00	0.00	
MX	01/01/2006					0.00	0.00000	0.00	0.00	0.00	
АВ	01/01/2006					0.00	0.29290	0.00	0.00	0.00	
BC	01/01/2006					0.00	0.48810	0.00	0.00	0.00	
MB	01/01/2006					0.00	0.37420	0.00	0.00	0.00	
NB	01/01/2006 01/01/2006			-		0.00	0.54990 0.53680	0.00	0.00	0.00	
NE NS	01/01/2006					0.00	0.53680	0.00	0.00	0.00	
NT	01/01/2006					0.00	0.00000	0.00	0.00	0.00	
ON	01/01/2006					0.00	0.46530	0.00	0.00	0.00	
PE	01/01/2006					0.00	0.64750	0.00	0.00	0.00	
QC	01/01/2006					0.00	0.52710	0.00	0.00	0.00	
sĸ	01/01/2006					0.00	0.48810	0.00	0.00	0.00	
YT	01/01/2006					0.00	0.00000	0.00	0.00	0.00	

1. Complete the fields as follows:

TOTAL MILES TRAVELED* TOTAL FUEL CONSUMED* MILES*	Enter the total miles traveled in <u>all</u> jurisdictions during the quarter. Enter the total fuel consumed in <u>all</u> jurisdictions during the quarter. Enter the total miles traveled in <u>each</u> jurisdiction for
TOTAL TAXABLE MILES*	Enter the total taxable miles in <u>each</u> jurisdiction minus fuel trip permit miles. Toll miles and off-highway miles are not taxable in some jurisdictions. Contact each jurisdiction for information on these exceptions
GALLONS PURCHASED*	Enter the total miles traveled in <u>each</u> jurisdiction for this fuel type.
* Required field	

2. Click **SUBMIT**

3. If there are no errors, click $\mbox{\bf SUBMIT}$ again to confirm

Next, the IFTA Billing screen is displayed



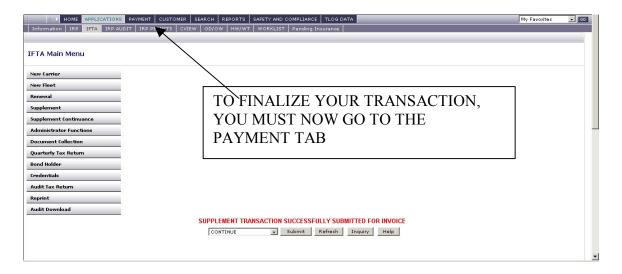
1. Choose a Delivery Option for receiving the invoice.

PRINT	X	DO NOT SELECT – this option causes printing in MCS Office only
FAX		Select and enter your FAX number to receiving the billing and invoice
EMAIL		Select and enter an e-mail address to receive billing and invoice over the Internet
PREVIEW		Select to send the billing and invoice to the REPORT LIST (A tab at the top of your screen) for review

2. Click SUBMIT

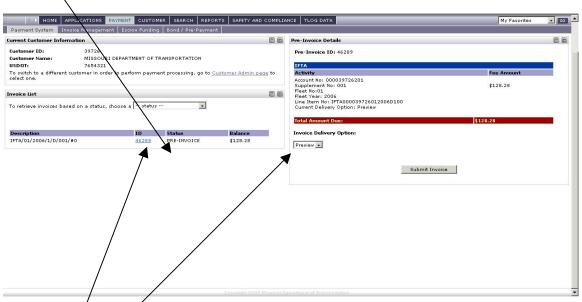
3. If there are no errors, click SUBMIT again to confirm

Finally, the IFTA Main Menu screen is displayed



1. Click on the Payment tab

The Payment screen will appear, listing supplement transactions that must be added to your invoice (pre-invoice status).

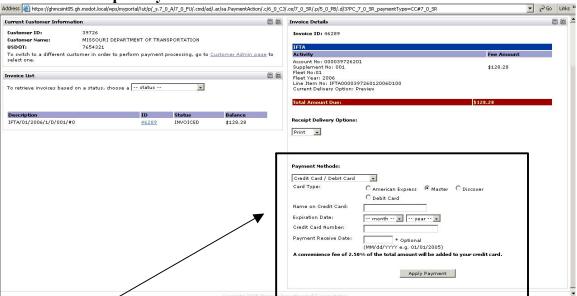


- 2. Click the blue **ID** number to add the charge to your invoice. A detailed description will then open on the right hand side of the screen.
- 3. Choose a Delivery Option for receiving the invoice.

PRINT		DO NOT SELECT – this option causes printing in MCS Office only
FAX	*	Select and enter your FAX number to receiving the billing and invoice
EMAIL	*	Select and enter an e-mail address to receive billing and invoice over the Internet
PREVIEW	*	Select to send the billing and invoice to the REPORT LIST (A tab at the top of your screen) for review

4. Click **SUBMIT INVOICE** to process the invoice. The status of the supplement transaction changes to Invoiced. You can now retrieve the billing and invoice from the delivery option you chose.

Balances can be paid by credit or debit card



- 1. Select the credit or debit card type of your choice. (VISA cards are **not** accepted)
- 2. Complete the requested information.
- 3. Click APPLY PAYMENT

PLEASE NOTE: A convenience fee equal to 2.5% of the invoice total will be charged by your credit or debit card company.